

Worker training to make your company more productive and profitable.

IDAHO'S WORKFORCE DEVELOPMENT TRAINING PROGRAM – A VALUABLE RESOURCE FOR COMPANIES EXPANDING OR RELOCATING IN IDAHO

Your business may be eligible to receive Idaho Workforce Development Training Funds to equip new full-time employees with needed skills or upgrade the skills of current full-time workers at risk of permanent lay off. Up to \$2,000 is available for each new job created and up to \$3,000 can be authorized per new job created in rural counties.

The fund gives Idaho firms a competitive edge and supports local community efforts to attract new companies and retain existing businesses. To qualify, a company must produce a product or service that is mainly marketed outside the region where the business is located. Funds are available for employers of any size. Urban businesses must create a minimum of five new jobs to qualify. Rural businesses can receive training assistance for just one new worker. Businesses with collective bargaining agreements must obtain concurrence from the union.

All jobs supported by this training program must pay a starting wage of \$12 an hour and provide employer-assisted medical benefits. All workers trained must be hired, and new jobs created through the training must be listed with Idaho Commerce & Labor's job matching system.

Training typically last 12 months but can run up to 24 months if required. Training fund application costs must be paid by the applicant.

The Idaho Workforce Development Training Fund does not replace or compete with training programs offered through the state's technical colleges or labor organizations. Idaho's technical colleges are located throughout the state and ready, willing and able to customize training suited to the specific needs of each company.

See reverse side for application guidelines.



Idaho's technical colleges help companies set up and administer specialized training for new workers.



From the classroom to hands-on practical training, Idaho helps all types of businesses prepare new employees with the skills they require.



Workers trained with advanced technical skills help Idaho companies expand and prosper.

Workforce Development Training Fund Application Guidelines

COMPANY INFORMATION

- Company name.
- Company address.
- Company telephone number.
- Company's federal taxpayer identification number.
- Designated contact person.

DESCRIPTION OF COMPANY'S BUSINESS OPERATION

- Product or service description and market locations.
- Is this a new or existing Idaho business?
- If an existing business, what is the current level of employment (full-time/part-time)?

IMPACT ON EMPLOYMENT

- If the project's objective is expansion, how many full-time jobs will be created?
- If the project's objective is layoff prevention, how many full-time jobs will be retained?
- Describe the number and quality of full-time jobs retained or created in terms of job classification, wage scale, employer-assisted benefits and anticipated turnover.
- Timeframe when full-time jobs will be created.

BUDGET

- Line item budget and budget narrative.

DESCRIPTION OF TRAINING NEEDED

- Training plan – general overview of training objective.
- Brief training course description.
- Methodology (On-the-job/classroom training).
- Number of trainees by job classification.
- Training duration.
- Training location.
- Skill attainment.
- Anticipated training start and completion dates.
- Training must emphasize basic job skills in conjunction with specific job skills.

EVALUATION

- Describe how the project will be evaluated using quantifiable outcome measures identified in the training plan.
- Provide a timeline for final evaluation and the individual who will conduct the review.
- Include these performance measures: number trained, cost per trainee, number of trainees placed or retrained in employment, trainee wages prior to and upon completion of training; and training impact on worker skills.
- Describe employer-assisted benefits and list the trainees' names and Social Security numbers.

FOR MORE INFORMATION, CONTACT:

Leandra Burns

Idaho Commerce & Labor
317 Main Street
Boise, Idaho 83735
(208) 332-3570 ext 3327

Business Development Specialists

Idaho Commerce & Labor
P.O. Box 83720
Boise, Idaho 83720-0093
(208) 334-2650

Burton Waite

Idaho State Division of Professional
Technical Education
P.O. Box 83720
Boise, Idaho 83720-0095
(208) 334-3216

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